

13 APR 1978

MEMORANDUM FOR: Deputy Director for Administration  
Director of the National Foreign Assessment Center  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : Deputy Director of Central Intelligence

SUBJECT : Enrollment in Management and Senior Officer Schools

1. Professional development is a prime concern in the personnel management of the Agency. You have identified in your Personnel Development Program (PDP) those officers judged to have the qualifications and potential for eventual assignment to senior management and executive positions. It is in the Agency's interest to insure that the development experiences planned and implemented for these officers, including attendance at specific training courses, are designed to achieve maximum benefits for the officer and the Agency. The Senior Training Officers of the Career Services should be the referent for that part of the PDP planning involved with the formal training courses.

2. I wish to reaffirm that the candidates for the management courses and senior officer schools be individuals who have been PDP identified. The monitoring for PDP status is a responsibility of the Career Service and enrollment in the attached list of courses will require the personal certification of the Career Training Officer that the nominee is on the Career Service's PDP Executive List or Executive Roster List, as appropriate to the grade requirements of the course. Exceptions may be granted by the Director of Training, but must be fully justified. The fulfillment of a quota is not an acceptable reason.

  
Frank C. Carlucci

Attachment